

Position Requirements Document Cover Sheet**Position Number: 14074****Classification:** Deputy Director, Joint Training Integration Evaluation Center, YA-0301-03 (Supv)
Local Title:**Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology)
ASA(ALT)**1st Div:** Program Executive Office, Simulation, Training and Instrumentation (PEO
STRI)**2nd Div:** Customer Support Group**3rd Div:****4th Div:**

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Peter B. Marion
Title: Customer Support Executive**Signature:** _____ **//S//** **Date:** _____ **June 11, 2007****Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake
Title: Program Executive Officer**Signature:** _____ **//S//** **Date:** _____ **6/12/07****FLSA:** Exempt**Drug Test:** Yes**Key Position:****Sensitivity:** CS**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:** A**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial☒ Supervisor ☐ Manager**Citation 1:** USOPM PCS for GS-301, TS-34, 11/79**Citation 2:** OPM PCS, Administrative Analysis Grade Evaluation Guide, Aug 90**Citation 3:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 8888 **CL:** 1308**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:****Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:** 1**Acq Prog Ind:****Career Spec – Sec:****Mobility:**☒ Confidential Financial☐ Neither**Top Secret Clearance w/ SCI Required**

Position Requirements Document

I. Organization information:

This position is located in the Customer Support Group (CSG) in the Program Executive Office for Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Deputy Director, Joint Training Integration Evaluation Center, YA-0301-03.

III. Duties:

The incumbent of this position serves as the Deputy Director, Joint Training Integration and Evaluation Center (JTIEC) on behalf of PEO STRI and in cooperation with NAVAIR Orlando, the Air Force Agency for Modeling and Simulation and the Program Manager for Training Systems (USMC), under the sponsorship of the United States Joint Forces Command (USJFCOM) Joint Warfighting Center (JWFC) in Suffolk, Virginia. The JTIEC will support and collaborate on the research, development, integration, demonstration, test, evaluation and interoperability of training and experimentation tools, live-virtual-constructive simulations, federations, architectures, databases and performance measurement systems on projects of relevance to participating organizations, individual services and in support of Joint research & development, test, evaluation, training exercises, mission planning, rehearsal and experimentation. The JTIEC will promote cost-effective research, development, integration, interoperability, demonstration, verification and validation and resource sharing of tools, federations, architectures, databases, performance measurements and subject matter expertise by the above organizations in support of the advancement of Joint training and experimentation capabilities to meet Joint Warfighter needs.

The JTIEC will provide Team Orlando-focused coordination, verification, validation, accreditation and certification capabilities and will be an integrated Live-Virtual-Constructive battlespace environment that provides connection to USJFCOM as a persistent host site for distributed Joint training exercises and experiments. In this capacity, the Center will include capabilities such as joint training performance and effectiveness evaluations, site planning and setup, configuration control, command and control, and network communications planning and setup. The Center will provide a technology integration

environment and infrastructure for service research and development efforts that allow assessments of training capabilities in a joint context through integration with a joint environment and exercises. Infrastructure upgrades will enable each service to conduct research and development efforts and provide connection to the joint environment and exercises as part of the Joint Training and Experimentation Network (JTEN).

The JTIEC will provide the Team Orlando partners with a Live-Virtual-Constructive battlespace environment to enhance collaboration for service unique and joint research and development and acquisition programs. Locally, the Center will virtually integrate the Joint Development Integration Facility (JDIF), Digital Integration Lab (DIL), Concept Development and Integration Lab (CDIL), and the Training Technology, Human Factors and Human Performance Facility Human Performance Lab and will provide additional connectivity to other service labs, federal agencies and contractor partners located throughout the Central Florida Research Park.

The JTIEC Deputy Director will assist the JTIEC Director, who reports to the Team Orlando Board of Directors (BOD) for programmatic issues and serves as the primary interface with customers and potential customers using the Center.

Supervisory Responsibilities:

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the organization's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on non-routine, costly or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production. Promotes team building and improved business practices.

Critical Acquisition Position

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of the Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment.

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster

cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations

Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision

Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication

Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Top Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes.

Knowledge of materiel acquisition to include the planning, programming, budgeting and execution system; procurement; engineering; product assurance; test; logistics; configuration/data management; production, software and cost/schedule control system criteria in order to understand and direct all aspects and phases of the DoD training systems acquisition policies, procedures and activities.

Proven program management expertise, extensive managerial experience, and executive knowledge and capabilities to accomplish assigned duties in the name of and on behalf of the Joint services located in Orlando, FL.

Ability to interface with senior leaders in the areas of acquisition, simulation technology, DOD and Service training policy.

Ability to communicate effectively both by written and verbal means, and ability to deal effectively with individuals and groups of differing backgrounds at all technical and management levels. Tact and diplomacy to influence/persuade others in accepting ideas/proposals are essential to the accomplishment of the JTIEC mission.

Knowledge of the uses of live, virtual and constructive integrated architecture and modeling and simulation in support of individual and collective distributed training for multi-agency and multi-coalition audiences.

Knowledge of command and control and network communication environments that support individual and collective distributed training for multi-agency and multi-coalition audiences.

Ability to supervise an interdisciplinary staff of military and civilian personnel.